

## TERMS OF REFERENCE

### Introduction:

The Vietnam Network of People who use drugs (VNPUD) was established in October 2011 and officially launched on 18<sup>th</sup> December 2012. VNPUD currently has 62 member groups across 22 provinces/cities in Vietnam. The mission of VNPUD is to: represent the voice and actions for the legitimate rights of people who use drugs in Vietnam. VNPUD aims to become a professional organization contributing towards an equal society where people who use drugs in Vietnam have the opportunities to develop.

VNPUD's Coordination Committee consists of 6 people voted by the members to represent the members in different areas. The Head of VNPUD's Coordination Committee is now a Board member of the Asian Network of People who use drugs (ANPUD).

The Centre for Supporting Community Development Initiatives (SCDI) is now the host organization for VNPUD. SCDI is non-governmental organization registered under the Vietnam Union of Science and Technology Associations. SCDI's office is based in Hanoi.

### Job summary:

<b>Position:</b>	<b>Network Coordinator for VNPUD</b>
<b>Location:</b>	<b>Ha Noi</b>
<b>Working hours:</b>	<b>Full-time - 8 hours/day (40 hours/week)</b>
<b>Organization:</b>	<b>The Center for Supporting Community Development Initiatives</b>

The position of Network Coordinator is responsible for managing and organizing daily works of VNPUD, as well as coordinating special events such as trainings, meetings and workshops. Network Coordinator will also coordinate joint meetings with other networks/departments when required.

### **Responsibilities:**

- 1) Focal point of communication for all member groups of VNPUD
- 2) Coordinate communication between the Coordination Committee and VNPUD's members
- 3) Develop and implement resource mobilization plan for VNPUD
- 4) Organize activities of VNPUD as assigned by the Coordination Committee and Network Advisor
- 5) Manage VNPUD's budget
- 6) Support capacity building for VNPUD's Coordination Committee and members
- 7) Develop and report quarter and annual plans
- 8) Prepare reports as required by donors and the Coordination Committee
- 9) Representing VNPUD Coordination Committee in meetings and workshops if required
- 10) Translate documents and letters for the Coordination Committee. Interpret for VNPUD members when working with international partners
- 11) Communicate with member groups 2 times/month as required by the Coordination Committee
- 12) Collaborate with other networks and departments as required by Network Advisor.

### **Reporting and management:**

- Directly report to Network Advisor – SCDI and the Coordinating Committee members as well
- Under administrative and financial management of SCDI
- Sign work contract with SCDI and receive benefits as long-term officer

### **Requirements:**

- Bachelor degree or higher in public health, development or social science
- Minimum 3 years of experience with at least 2 years of experience working with vulnerable populations and/or people living with HIV/AIDS
- Have experience in at least one of the following: management, organizing networks, policy advocacy, and resource mobilization

### **Individual requirements:**

- Wish to contribute for the community, not stigmatize and discriminate against people who use drugs and other vulnerable populations
- Fluency in English (speaking, listening, reading, writing).
- Able to write reports and proposals in English
- Able to interpret at meetings and workshops
- Good teamwork skills
- Able to work independently
- Good organizing skills
- Good command in Word, Excel, Internet and email

SCDI conducts equal employment, regardless of race, gender, sexual orientation, and religion. SCDI encourages members of the vulnerable community to apply for job positions at SCDI.

### **Salary and Benefits:**

- Negotiable salary (depending on the applicant's qualifications and experience).
- Other benefits under the regulations of SCDI.

### **How to apply**

Applications should be sent by email to [mangluoi.vnpud@gmail.com](mailto:mangluoi.vnpud@gmail.com) before **25<sup>th</sup> July, 2014**, including:

- **CV**
- **Cover letter.**

**(All documents are in English).**